

TOWN OF WATERBURY ENTERTAINMENT PERMIT

The undersigned hereby requests permission to offer public entertainment, within the Town of Waterbury, in a public house or a non-public house as defined by the Town of Waterbury in its public entertainment ordinance. *Activities conducted by schools licensed by the State Department of Education and/or churches, on school or church grounds, and on municipal lands are exempt from the requirement to obtain a license and pay a permit fee.*

Name of Establishment: Shaw Mansion North Neighborhood

Location entertainment will be offered: Shaw Mansion Rd from Thurston Ln to 1629

Shaw Mansion Rd

Name of Applicant: Rebecca Mead

Type of Entertainment (check all that apply):

Music

Running events

Other (please describe) potluck, games

Please describe the days/time of day and give a brief description for the type of entertainment you have checked above (include the date of the event in this description):

June 14, 2026 3-8pm: Neighborhood party with potluck dinner, games, music (live if we are able to secure a band; pre-recorded otherwise). The intent of this party is to encourage neighbors to get to know one another. Having the party in the common space is expected to encourage more neighbors to attend and provide a community aspect to the event rather than giving the impression of an individual household "hosting" the party

If your event has the potential to have 100 people or more, in attendance please see below:

Will you require a road closure for a parade? (X, closure; not parade) YES () NO

Will you require alterations to normal traffic flow such as temporary turning lanes that does not necessarily include a road closure? () YES (X) NO

If you answered YES above, please include Section A, Safety and Security Plan

Will you be serving alcohol at your event? () YES (X) NO

If you answered YES above, please include Section B, Special Event Permit. This step MUST be completed on the Department of Liquor Control portal

**If you are planning to serve alcohol and anticipate over 200 people, you will need security or law enforcement to be present.*

Will you be hanging a Banner to advertise your event? () YES (X) NO

If you answered YES above, please include Section C, Banner Application

If you are anticipating over 2,000 people to attend your event, including volunteers, please check state permits.

Section A: Security & Safety Plan

1. Event Description

Neighborhood block party for residents of the north end of Shaw Mansion Rd, Thurston Ln, and Worcester View Rd which will consist of a potluck dinner, music, and games.

Date / Time: June 14, 2026; 3-8pm Rain date: June 20, 2026

2. Venue Infrastructure

Location: Shaw Mansion Rd from Thurston Ln to 1629 Shaw Mansion Rd

- Vehicular entrance/exit(s):
If neighbors chose to drive to the party, parking would be along the side of the road outside the party area
- Restroom(s):
We are anticipating rental of a porta potty for use during the party
- Power Source(s):
- Cellular coverage:
Typical coverage for this area

3. Parking & Traffic Management

- Traffic Detail:
Closure of Shaw Mansion Rd from Thurston Lane to the next driveway, 1629 Shaw Mansion Rd. No driveways will be blocked; all residences will be accessible. Emergency vehicles will be able to get through the party area if necessary.
- Parking (Onsite/ Offsite):
Most attendees are likely to walk from their homes; parking along side of road near event space
- Signage:
Signs on barriers at both ends of closure; signs at these intersections notifying drivers of the temporary closure:
Shaw Mansion/Loomis Hill
Shaw Mansion/Valley View
Valley View/Loomis Hill
Signs will be put up a week in advance of the party notifying people of the planned c

4. Entrance to the Event

- Ingress/Egress Routes:
Ingress and egress on each end of the event space on Shaw Mansion Rd
- Bag inspection:

N/A

- Tickets:

N/A; all residents of the north end of Shaw Mansion Rd, Thurston Ln, & Worcester View Rd will be notified of the event and invited to attend. This is ~50 residences, so anticipated attendance is ~100-150 people.

5. Recreational Areas

The closed area of the street described above will be used for the potluck and games.

6. Event Arena Layout

- *Please include details regarding stage set-up, vendor placement, fencing, etc. if applicable.*

The ends of the event area will be barricaded to prevent vehicle access while allowing for open pedestrian access. Part of this area will have tables and pop-up tents set up for food, eating, and socializing. Games will be set up in another portion of this area. If we are able to secure a band, there will be a portion of this area designated for them to set up as well. All tents, tables, and other items not easily moved will be set up on one side of the designated area so that access can be provided for emergency vehicles if needed.

We have spoken with all neighbors directly adjacent to the party area, and they have expressed support for the plan to have the party in this area.

Approximate proposed event space:



Red lines represent approximate road barriers as well as pedestrian ingress/egress.

7. Emergency Resources

Resource	Quantity	Notes

8. Risks & Controls

Hazard

Control Measures

Traffic on Shaw Mansion	Traffic on Shaw Mansion	Barricades and signage
Severe weather	Severe weather	Reschedule/cancel

9. Zoning and Fire Chief Review.

While not required, it is strongly encouraged that you review this Safety and Security Plan with local officials. For every official you consulted with, please have them fill out the below signature:

_____ Zoning Administrator

Zoning Administrator Cheryl Casey has been notified of the plan by email, though no direct communication has occurred to date.

_____ Fire Chief

The plan has been discussed with Chief Gary Dillon.

_____ Law Enforcement _____ (specify rank and department)

Melanie Gaiotti, Sergeant, Vermont Dept Liquor & Lottery License Ops Enforcement
(discussed liquor licensing requirements electronically; no signature obtained)

10. Team & Roles (Key Contacts)

- **Event Director:**
- **Operations Lead:**
- **Security Lead:**
- **Volunteer Coordinator:**
- **Production Manager:**
- **Communications Lead:**
- **Emergency Services Liaison:**

Planning Team:

Rebecca Mead, 704-689-0415

Lauren Bizzari, 802-279-5578

Rebecca Chartrand, 802-922-1486

Ryan DuBois, 603-759-8306

Debbie Lavigne, 802-249-8224

Doreen Martin, 802-272-6400

April Schwendler, 802-598-0858

Please attach a full contact sheet with phone numbers for each of the people listed above.

11. Policies & Procedures

Please include information regarding bag checks, safety plans and procedures, severe-weather calls, etc.

In the event of severe weather, the party will be cancelled or rescheduled. Should unexpected severe weather occur, attendees will go to their respective residences.

12. Suppliers & Vendors

Category	Supplier / Notes

13. Regulatory & Insurance

Please include details of emergency services and public groups that you have contracted with or received approval from as well as certificates of your insurance.

N/A

Section B: TO BE COMPLETED ON DLC PORTAL

STATE OF VERMONT
DEPARTMENT OF LIQUOR CONTROL
("DLC")
13 Green Mountain Drive
Montpelier, VT 05602

APPLICATION FOR SPECIAL EVENT PERMIT

Fee: \$35.00

Check payable to Vermont Department of Liquor Control must accompany this application

Licensee name _____

d/b/a _____

Address: _____

Town/City: _____ Zip _____

Manufacturer's License No: _____ Email: _____

1. Describe the special event: _____

2. Location (specify defined area, include address of event): _____

3. Date of event: _____

4. Hours of operation: Beginning _____ Ending _____

Signed: _____ Date _____
(manufacturer)

(circle one) APPROVED DISAPPROVED

Town/City Clerk signature Town/City Date

Submit to Town/City at location of special event. After action by local control commissioners, this application will be forwarded to the Vermont Liquor Control Board at least 5 days prior to the date of the event.

1. The area referred to in the application must be clearly defined by a description (such as “booth”, “tent” etc. and include approximate size).
2. The area referred to in the application must be adequately staffed, controlled and maintained at all times.
3. Service and consumption of alcohol products must be confined to the defined area.
4. Special Event Permits must be referred to the local control commissioners for consideration.
5. All liquor control laws and regulations that apply to first and second class licenses will also apply to holders of Special Event Permits.



Section C:



Banner Posting Application
 Town of Waterbury Recreation Department
 28 North Main Street
 Waterbury VT 05676

Telephone (802) 244-7174

Fax (802) 244-1014

Email: Klisaius@waterburyvt.com

All banners displayed on the posts in Dac Rowe Fields must be approved by the Recreation Department through use of this form in advance of posting. Complete and submit this form to Recreation Department. Many thanks to Waterbury Rotary for design, construction and maintenance of the banner posting structure.

Event Organization or Party promoted by Banner:	
Description of Banner (content wording, color, size, etc., for identification):	
Date Banner will be hung:	Date banner will be removed:
Contact Person:	
Contact Email:	Contact Telephone:
Comments or Special Requests:	
<p>-This structure may be used to hang banners which announce community-wide or special events for the benefit of non- profit or civic organizations. A single individual representing the event or organization must apply to the Recreation Department for permission to use this structure, The Town assumes no liability for banners hung on this structure.</p> <p>-Each banner will be permitted to be erected no more than two (2) weeks before the initial date of an event and must be removed no greater than three (3) days after an event unless otherwise approved by the Recreation Department’s Office. Any banner not permitted or not adhering to this protocol will be subject to removal and retrieval at the Recreation Department’s Office.</p> <p>-The maximum number of banners that may be permitted to be displayed at one time is four (4). Scheduled hanging of banners will be permitted on a “first come” basis as determined by the Recreation Department. Installation of banners shall be in order from lowest to highest position. Long banners and banners that may be permitted to remain displayed a longer time, must be hung at the lowest positions of the structure. Shorter banners should be hung in the higher two positions.</p> <p>-Banners permitted must be: a.) constructed of material, roping and grommets suitable for withstanding variations in weather conditions at the site, b.) no greater than fifteen lf (15’) long or thirty inches (30”) high and c.) should have at least three (3) eight inch (8”) diameter half-moon slits installed (on center and five feet (5’) on each side of center) to allow air to flow around and through the banner during periods of high wind. The use of alternate or additional ropes and bungee cords is prohibited.</p> <p>Signature _____ Date _____</p>	
For Office Use Only	
Approved By:	Date:

THE APPLICANT IS RESPONSIBLE TO INSURE THAT ALL SECTIONS OF THE TOWN ORDINANCES ARE FOLLOWED. SPECIFICALLY, ALL PUBLIC ENTERTAINMENT SHALL CEASE NO LATER THAN ONE HALF HOUR PRIOR TO THE TIME AT WHICH, BY LAW OR REGULATION, THE SERVING OF ALCOHOLIC BEVERAGES MUST CEASE.

Signature of Applicant: _____

Date: -----

At a Select Board meeting held on _____, this permit was:

() APPROVED Conditions: _____

() DISAPPROVED Reasons: _____

Municipal Manager or Designee: _____

This Permit Shall Expire at 12 Midnight on _____.

Fee (Standard Event) \$25 Paid: _____

Fee (Liquor Permit) \$35 Paid: _____

Total Fees Collected: